

## Portland VA Medical Center InTERnet Course Access Instructions

### Course: *VA Information (Cyber) Security Awareness*

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## **IMPORTANT! PRINT THESE INSTRUCTIONS!**

**IMPORTANT:** This Librix Performance Management System course provided by the Employee Education System (EES), is the **ONLY** approved method for non VHA staff to satisfy this mandated training requirement. ***IN ADDITION;*** New employees are required to complete this training prior to attending New Employee Orientation (NEO).

These instructions are only applicable to users who will be working / studying at Portland VA Medical Center (PVAMC) Oregon and / or associated VHA Community Based Outpatient Clinics (CBOC's) in northern Oregon and southwest Washington who are affiliated with the PVAMC / Vancouver VHA (Veterans Health Administration).

1. ***BE SURE TO BE CONNECTED TO A PRINTER*** (You will need to print your certificate at the end of the training module)!!!
2. PRINT THIS DOCUMENT! You'll need it!
3. Allow yourself about 60 minutes to complete the course.
4. Go to the following site and log in using directions below. Note the system requirements and help contact info on this page;  
<https://www.ees-learning.net>
5. If you've used this resource before; Login OR use the Forgot Password button. Once logged in go to step 7. Otherwise;
6. Click "First Time User" button and follow steps on web pages using information below;
  - A. What type of user are you? Click VA Other (Contractors, Volunteers, Residents, Interns, etc.)
  - B. Accurately enter your LEGAL First, Middle & Last Names
  - C. Select Your Occupation: E. G. Assoc/Allied Hlth
  - D. Select Your Facility: VHA
  - E. Create your Username: (at least 8 characters).
  - F. Create your Password (at least 8 characters and must contain at least three of the following four types of characters:
    - 1) lower case letters
    - 2) UPPER CASE LETTERS
    - 3) numbers
    - 4) special characters like; ! @ # \$ % ^ &

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7. Find the course using the Available Courses button / link
  - A. Keywords: Information Security Awareness
  - B. Modality: Web Based
  - C. Content Area: All content Area
  - D. Accreditation: All Accreditations
  - E. Topic Area: All topic Area
  - F. This should find: VA Information Security Awareness for current FY (fiscal year).
  - G. Click the "Sign Me Up" link. It should now appear as "Available"
8. Click the course link and Next buttons to complete the course. There may be 70-80 slides with required built in quizzes along the way.
  - A. After the last quiz question slide, the next slide says you will need to perform the following steps. IGNORE STEPS 2 & 3 below IF YOU SEE THEM! and just CLICK THE CLOSE BUTTON!
    1. "Click the Close link on this page ..."
    2. "In the VA Learning Management System go..." **<IGNORE>**
    3. Find your course title (Information Security..." **<IGNORE>**
  - B. On the Congratulations! You have completed all requirements ... screen. Click <link> Employee Education System (EES). this should take you to the certificate.
  - C. Click the Print link in upper left corner of certificate
  - D. ONCE CERTIFICATE IS PRINTED: Close the Certificate window, and click EXIT COURSE link
  - E. If your "My Courses" area still says in progress, don't worry. As long as you have a watermarked, printed certificate with your name on it, you're done with the course. KEEP THE CERTIFICATE FOR YOUR RECORDS!
9. FAX, E-Mail, MAIL, or DELIVER a copy of the certificate using the last page of these instructions as your FAX cover page / instructions. **NEW EMPLOYEES WILL ALSO NEED TO BRING A COPY OF THEIR CERTIFICATE TO NEW EMPLOYEE ORIENTATION (NEO).**

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**FAX / MAIL COVER PAGE & INSTRUCTIONS:**

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**PRINT CLEARLY IN INK / MAKE SURE IT'S LEGIBLE!**

Last Name, first Name \_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone # \_\_\_\_\_ Last 4 SS# \_\_\_\_\_

Indicate one of the following that best applies;

\_\_\_\_\_ New Employee  
\_\_\_\_\_ Student / Allied Health  
\_\_\_\_\_ Medical resident / Intern / Fellow  
\_\_\_\_\_ Fee Basis staff or contractor  
\_\_\_\_\_ Other (please specify) \_\_\_\_\_

**FAX, MAIL, E-Mail or DELIVER THIS PAGE AND  
YOUR CERTIFICATE TO:**

PVAMC Education Division

c/o Scott Ragland

P. O. Box 1034 / P2EDUC

Portland, OR 97207

Rm 215 / Bldg 101

FAX #: (503) 220-3441

Scan and send as a \*.pdf e-mail attachment to; [scott.ragland@va.gov](mailto:scott.ragland@va.gov)